

## RBSLEC - RISK REGISTER

As part of RBSLEC Risk Management Procedure, the Centre have built and maintain this risk register. After performing an environmental audit, along with implementation of the Consultation, Communication and Cooperation Policy and Procedure, this register is established and maintained.

The risk matrix is designed off the Department of Education (QLD) Risk Matrix.

### Definitions

Inherent Risk- In the absence of specific risk controls.

Residual Risk- After the introduction of specific risk controls.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

LIKELIHOOD CLASSIFICATION	
Descriptor	Definition
Rare	Will only occur in exceptional circumstances
Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
Possible	May occur within the foreseeable future, or within the project lifecycle.
Likely	Likely to occur within the foreseeable future, or within the project lifecycle.
Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle.

CONSEQUENCE CLASSIFICATION	
Descriptor	Definition
Insignificant	No treatment required
Minor	Minor injury requiring First Aid treatment (e.g minor cuts, bruises, bumps)
Moderate	Injury requiring medical treatment or lost time
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
Critical	Loss of life, permanent disability or multiple serious injuries

# RISK REGISTER

Date	Location	Hazard Description	Inherent Risk Rating			Current Controls	Residual Risk Rating			Date of Next Review
			C	L	R		C	L	R	
01/08/2018	Centre Wide	Electrocution & Fire from faulty electrical devices	C	U	H	Scheduled Test & Tag (onsite devices) RCD installed and tested as per schedule Managing Electrical Safety P&P. Contractor Safety P&P.	Mo	R	L	11/02/2023
1/08/2018	Maintenance & Grounds	Laceration, dismemberment, personal injury, crushing related to plant	C	P	H	1 spotting person when using high risk plant and machinery, SOPs, Isolate the equipment when not in use PPE to be used – First Aiders on site	M	R	L	11/02/2023
1/08/2018	Centre Wide	Bullying, sexual exploitation, abuse and harassment	Mo	P	H	Preventing workplace bullying, sexual harassment and unlawful discrimination policy (DoE), Individual employee grievances policy (DoE and GCPC), EAP, Terms of Entry/Code of Conduct for members, DFAT Preventing Sexual Exploitation Abuse and Harassment (PSEAH) Policy	Mo	U	M	11/02/2023
1/08/2018	Centre Wide	Snake related injury	Ma	U	M	Emergency Response Plan, Snake bite kits in buggy and maintenance shed, trained staff only to handle snakes	Ma	R	L	11/02/2023
1/08/2018	Centre Wide	Slips, trips and falls causing members, staff and stakeholder injuries across the site	C	P	H	Slips, Trips and falls P&P Monitoring Hazards	C	U	H	11/02/2023
1/08/2018	Reception	Armed robbery of reception area	Mo	R	L	Reception operations are cashless. Emergency Response Plan – Code Black	Mo	R	L	11/02/2023
1/08/2018	Reception	Domestic violence/ family custody related violence	Ma	U	M	Emergency Response Plan - Code Black	Mo	U	L	11/02/2023
1/08/2018	Centre Wide	Child safety, abuse and exploitation	C	U	H	Emergency response Plan – Code Black Child and Student Protection Policy (DoE) Blue Card P&P Centre limited access Terms of entry requires children must be actively supervised at all times onsite by an adult (cannot be left poolside or outside gym while parents train)	C	R	M	11/02/2023
1/08/2018	50M, 25M, Spa	Drowning in pool and spa areas	C	L	E	Pool Supervision Plan followed/reviewed regularly. Pool lifeguard and cameras in place PAR Q on sign up to ensure swimming capabilities	C	R	M	11/02/2023

1/08/2018	Centre Wide	Drugs & alcohol impairment related injury	Mo	U	M	Administrative – code of conduct, no alcohol or drugs allowed onsite	Mo	U	M	11/02/2023
1/08/2018	Centre Wide	Noise emitted and dangerous levels of noise exposure	C	P	H	Noise P&P, PPE hearing protection provided usage during noisy activities, contractors must have WHS plans in place for any major works. Hearing testing available for at risk operational staff.	C	R	M	11/02/2023
1/08/2018	Entrances & Car Parks	Car & pedestrian injury	C	U	H	Pedestrian walk path Car Park 15km zone Speed bumps in entry	C	R	M	11/02/2023
1/08/2018	Special Events	Event incident and public liability	C	R	M	Public Liability Insurance, Risk Assessment completed prior to each event.	C	R	M	11/02/2023
1/08/2018	Special Events	Event equipment failure causing personal injury (temporary structures, play equipment and jumping castles)	Ma	U	M	Risk assessment per event, controls to be put in place for any identified hazards.	Ma	U	M	11/02/2023
1/08/2018	Special Events	Event related food poisoning and food safety with regard to external providers	Mo	U	M	Contractor Food Safety & Hygiene P&P	Mo	R	L	11/02/2023
1/08/2018	Centre Wide	Inclement weather and injury to stakeholders	Ma	U	M	Inclement Weather P&P, usage of BOM lightning app to ensure early warnings/time to clear outdoor areas, Emergency Response Plan – Code Brown	Ma	U	M	11/02/2023
1/08/2018	Food Areas	Food safety & hygiene breach (Contractor)	Mo	P	H	Contractor Food safety & hygiene P&P	Mo	U	M	11/02/2023
1/08/2018	50M, 25M, Spa	Pool, Spa Hygiene and infection related hazards	Mo	P	H	Pool operations P&P, regular maintenance and pool checks schedule	Mo	U	M	11/02/2023
1/08/2018	Outdoor Areas	Tree safety and matters relating to falling trees and branches	C	R	M	Regular maintenance schedule	C	R	M	11/02/2023
1/08/2018	Gym	Gym equipment safety relating to personal injury and equipment usage	Mo	U	M	Schedule maintenance – contractor Supervision of gym floor by gym staff Gym inductions offered to new members Par Q health screening of new members	Mo	U	M	11/02/2023
1/08/2018	Kids Zone / Ed Services	Children's Play Equipment Safety (Kids Zone, Ed Services)	Mo	U	M	Scheduled maintenance, annual inspection by engineer Inspections prior to usage Supervision	Mo	U	M	11/02/2023
1/08/2018	Special Events	Sporting event safety (Bollards/ Boundary Main Track/ Field)	C	U	H	Risk Assessment per event, Refer to Main Field Risk assessment to confirm allowed type of field usage (training or competition) per sporting code	C	R	M	11/02/2023
1/08/2018	Deliveries	Gas Bottles (fire, explosion)	C	R	M	Located away from guest areas Contractor to fill	C	R	M	11/02/2023

1/08/2018	Outdoor Pool Bulk Storage	Sodium Hypochlorite spills, burns and containment	Ma	U	M	HAZMAT SWMS	Ma	U	M	11/02/2023
1/08/2018	Grounds	Pesticide and Fertilising Safety	Ma	P	H	Stored in locked cabinet per safe storage segregation requirements – SDS PPE	Ma	U	M	11/02/2023
1/08/2018	Centre Wide	Stress and Mental Health, Psychosocial Hazards	Ma	U	M	Education/training, EAP reminders, wellbeing initiatives, flexible work arrangements encouraged where applicable.	Ma	U	M	11/02/2023
1/08/2018	Outdoor Areas	Temporary Structures Safety (collapse and lifting/ movement collision)	Ma	U	M	Risk assessment per event/structure	Ma	U	M	11/02/2023
1/08/2018	Centre Wide	Working in isolation	Ma	R	M	Operational rostering prevents staff from working alone onsite. 2-way radios for safety during skeleton shifts. Sufficient security lighting of all areas frequented by staff. Duress button available for staff to carry.	Ma	R	M	11/02/2023
1/08/2018	Admin	Cash in transit (theft and robbery)	Mo	R	L	Banking done regularly to reduce sums being banked. Reception is now cashless.	Mo	R	L	11/02/2023
1/08/2018	Rear 50M Pool	Confined Spaces	C	R	M	Training required to enter confined spaces (no staff, only contractors). Signage in place.	C	R	M	11/02/2023
1/08/2018	Centre Wide	Manual handling related musculoskeletal injury	Mo	P	H	Manual Handling P&P Manual Handling Training annually	Mo	U	M	11/02/2023
1/08/2018	Delivery, Roads	Forklift – accident resulting in injury to user or others	C	P	H	Forklift P&P	C	U	H	11/02/2023
1/08/2018	Centre Wide	Buggy Safety and injury related to collision, overturned and loss of control.	Mo	P	H	Induction – Driving license	Mo	U	M	11/02/2023
1/08/2018	Centre Wide	Sun damage / skin cancer etc.	Ma	L	H	PPE – Uniform, education/training to encourage sun-safe behaviour and usage of PPE	Ma	U	M	11/02/2023
1/08/2018	Centre Wide	Hazardous substances causing personal injury, explosion and fire.	Mo	U	M	Chemical Register HAZMAT in place, safe storage compliance, chemical management training required for all chemical users	Mo	R	L	11/02/2023
6/11/2018	Centre Wide	Contractor related safety and injury.	Mo	P	H	Induction, WHS control measures for projects to be outlined in contracts, contractor management	Mo	U	M	11/02/2023
6/11/2018	Outdoor areas	Heat exhaustion	Mo	P	H	Water stations, Shade, Air conditioning, scheduling of outdoor works according to weather/heat	Mo	U	M	11/02/2023
6/11/2018	50m Pool	Pool covers and musculoskeletal	Mo	P	H	Pool covers P&P, must be done with 2 people minimum and training required	Mo	U	M	11/02/2023

6/11/2018	Centre Wide	Bathroom hygiene and infectious control	Mi	P	M	Cleaning Schedule	Mi	U	L	11/02/2023
6/11/2018	Centre Wide	Non-conformance - contractors	Mi	P	M	Contractors signing P&P, contractor management	Mi	U	L	11/02/2023
9/9/2021	20M Pool	Chair lift (disability access) equipment safety relating to personal injury and equipment usage.	Ma	P	H	Chair lift P&P, Schedule maintenance, supervision and or training on equipment before usage	Ma	U	M	11/02/2023
9/9/2021	Centre Wide	<a href="#">Infection control</a> - confirmed outbreak or case of an individual with an infectious disease onsite (of a staff, member or guest) – e.g. COVID-19, measles, gastroenteritis, etc.	Ma	P	H	All State Government and QLD Health directives to be followed including notification of PHU where applicable, Conditions of Entry prevent staff and guests from coming onsite when unwell, during a Pandemic COVID-safe plans (or similar per variant) implemented as directed, and compliance of mandated vaccinations as required	Ma	U	M	11/02/2023
16/11/2021	Centre Wide	Working at Heights (scissor lifts, platforms, cranes)	Ma	U	M	Centre staff are not allowed to work at heights. Any work from scissor lifts, platforms, cranes, etc to be contracted out to adequately qualified providers with SWMS in place. Work areas to be barricaded off appropriately to prevent injury to persons in the area below.	Ma	R	L	11/02/2023
16/11/2021	Centre Wide	Trespassers	Mo	U	M	All visitors required to sign in on arrival. CCTV cameras at all points of entry. Centre access doors and gates to be manned by staff or locked. Identified trespassers will be issued banning notice to enable Police response and prevent recurrences. Emergency Mgmt Plan – Code Black	C	R	M	11/02/2023
16/11/2021	Centre Wide	Group activities or bookings creating a hazardous environment to the other patrons in the area	Mi	P	M	Electronic booking system and procedures in place to prevent activity conflicts at the time of booking and/or control measures put in place to allow activities to take place in shared space. Risk assessments required for event bookings.	Mi	U	L	11/02/2023
16/11/2021	Centre Wide	Drones, photography or videography onsite posing privacy concerns for patrons or students	I	P	L	Pre-approval process in place and required for any drone, photography, or videography onsite.	I	U	L	11/02/2023
11/02/2022	Gym	Structural support poles (internal edges that are not exposed) of rear gym area pose laceration risk if patron wraps fingers around inside it	I	U	L	Gym staff and contractors advised of the risk and will not utilise the poles for any activities (such as stretching). Staff to monitor patron behaviour in regards to the poles and controls (rubber edging or signage pole wraps) may be added if there are any poles in particular where a deterrent is deemed necessary.	I	U	L	11/02/2023
11/10/2022	Grandstand Western carpark	Western Carpark Grandstand - Falling from the ledges due to no railings	Ma	U	M	Area isolated with temporary fencing until area can be rectified permanently	Ma	R	L	11/10/2023

1/11/2022	Diverse linguistic workforce	Employee with limited English, mandatory training, emergency response – lack of understanding	Mo	P	M	Clear instruction on what to do in emergency situations, translate as needed and train.	Mi	U	L	1/11/2023
8/03/2023	Track & Field	Hurdles placed in the wrong lanes creating hazard to other members (ex. low vision wheelchair athletes)	Mo	Po	M	Hurdles only used in lanes 4 to 8. Athletes' lane 1 to 3. Coaches to be inducted.	Mo	R	L	08/03/2024
24/03/2023	Track & Field	Lack of qualified supervision/coaches for events with inherent risk (ex. High jump, shot put, javelin, etc)	Ma	Po	H	Qualified coach to supervise, coaches to be inducted Activity to be eliminated from event if no qualified coach	Ma	R	L	
13/03/2023	Manual Handling	Heavy transport of wet items (towels or other absorbent items) following clean-up of wet weather	Mi	Po	M	Training on use of wet vacuum, use trolley for collecting wet towels	Mi	U	L	13/03/2024
2/6/2023	Employee vs contractors	Current employees, engage as a contractor to deliver group exercise classes – potential (perceived) conflict of interest or health & safety risks	I	Po	L	Risk assessment completed. Signing in and out for delivered classes, reflect in their timesheet, conformance to contractors, letter to outline delivery times, other employment declaration to ensure clear lines, fairness and transparency.	I	R	L	2/6/2024
2/6/2023	Hostile people on premises	Person accessing the facilities identified as hostile	Mo	P	M	Monitoring, reporting and recording of hostile person. Procedures hostile people on premises	Mo	U	M	2/6/2024
2/6/2023	Centre Wide	Infestation of insects posing health and safety risk to those onsite (bed bugs, fire ants, etc)	Mo	U	M	Regular cleaning, preventative maintenance, monitoring of areas with potential for hazardous insects Prompt appropriate treatment and isolation of areas as required if presence identified	Mo	R	L	2/6/2024